

**STATE AGENCIES**  
**ELIGIBILITY APPLICATION REQUIREMENTS**

**INSTRUCTIONS ON FILLING OUT THE ELIGIBILITY APPLICATION FORM**

**Due to the Federal Regulations Kansas Federal Surplus Property is doing the required Certification of Eligibility. Applications by regulation are required to be renewed every three (3) years or when a new authorizing official comes into office. Please note that it is the RESPONSIBILITY of the applying organization to provide ALL APPLICABLE AND NECESSARY DOCUMENTATION for review to Kansas Federal Surplus Property (KS FSP). Failure to provide necessary documentation will delay approval of the application and therefore prohibit your agency from receiving Federal property. KS FSP may require additional information other than what is listed, on a case by case scenario.**

Please provide the following:

1. Eligibility Application packet with all requested information properly completed and **signed as authorizing by the Procurement Officer or Authorization Officer on each of the six (6) pages.**
2. On **a separate page**; on **OFFICAL LETTERHEAD** provide a Narrative, which includes the following information:
  - Mission Statement
  - List of departments with summary of department functions
3. Provide the RNO (Race and National Origin) profile of your service area:
  - Census Data which can be found at this web site:  
<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>
  - Community Facts: you must enter the state in the search box; then click GO
  - Once on the State page go to:  
2017 American Community Survey
  - Click on: Demographic and Housing Estimates (Age, Sex, Race, Households and Housing, ...)
4. Sources of Funding:
  - Financial Statement
  - Summary of current budget for the Agency

**All pages must be signed by the CHIEF FINANCIAL OFFICER or DIRECTOR as the Authorized Official**

Please retain a copy for your records.

Any Questions concerning the required documentation, or the application process call our office at (785) 296-2351 Monday – Friday 8 AM to 4:30 PM

- E-mail: [fedsurplus@ks.gov](mailto:fedsurplus@ks.gov)
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